

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

14 October 1980

Classification Review Procedure

CRP 80-11

Rescinds: Memorandum: New Type of Document Code
in DARE Listing (24 October 1979)

Numerical Code for "Type Document" Field in DARE System

1. Effective immediately, the two-character numerical code for the "Type Document" data field on the 4023A or the reviewer's stamp will differentiate between individual items and collective sets of archival-type information which have been treated as one item.

Group Items

Single Items

A. Type of material: Paper Media

Use "11" for like items processed as a group such as folders, chronological files, case studies, FRUS galleys, etc., and for those materials impossible to review individually which are treated collectively.

Use "01" for individual items including memorandums, letters, reports, cables, dispatches, contracts, directives, and single graphics such as maps, charts, sketches, blueprints, etc.

B. Type of material: Micrographic Media

Use "12" for like items processed collectively to include sets of aperture cards, microfilm reels, microfiche cards, etc.

Use "02" for individual aperture cards or microfiche, single microfilm reels or other micrographic media.

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